

Minutes approved Dec. 11, 2013

**Town Meeting Coordinating Committee**  
**Minutes for Wednesday, October 23, 2013**  
**1:00 – 3:30 pm**  
**Town Room, Town Hall**

Present: Peggy Roberts, Nonny Burack, Mary Streeter, Alan Powell, Melissa Perot, Patricia Holland.

Absent: TracyLee Boutilier

Peggy called the meeting to order at 1:10 PM.

1. **Zoning Primer:** Thanks to Alan, the primer is done. He handed out copies.
2. **Planning Board/TMCC Zoning Meeting:** We reviewed Peggy's agenda for the Oct. 30<sup>th</sup> zoning meeting approved by the Planning Board. Mary Streeter agreed to help Chris Brestrup come up with visuals to project. We assigned the tasks for each TMCC member at the zoning meeting: Peggy will introduce, Mary will call on audience members for questions, Alan will do the audio-visuals, TracyLee will bring cards for written questions, Nonny will deliver the microphones, Melissa and Pat will bring brownies. Whether there will be a portable microphone is still uncertain, but if so, we agreed to have two tables at the front of the meeting for speakers, without name plaques, and five rows of chairs for attenders arranged in a semi-circle so people can see one another.
3. **Planning Board Packets:** At the Planning Board meeting she attended, Peggy supported Maurianne Adams' suggestion to have documents available before Planning Board meetings. She reported that TMCC has discussed that the Planning Board should prepare meeting packets as the Select Board does. Chris Brestrup said that the Planning Department does not now have the staff to prepare packets but may in the future. There was a suggestion to post such packets online for the Board and the public.
4. **Preparing for Town Meeting:**
  - **Second TM Packet:** Mary submitted TMCC's material for the packet, including the Zoning Primer, Rules for Speakers, and How to Prepare for Town Meeting.
  - **Precinct Meetings:** We discussed the maps to be shown at the meetings.
  - **Consent Calendar:** The Town Moderator wants to use a consent calendar at TM so routine articles can be approved collectively and thus save time. Articles 1 and 3 may be on the consent calendar.
  - **Facilities at Town Meeting:** Nonny will make a sign saying that assistive hearing devices are available at the cable channel table. Nonny will try to get a second microphone deliverer, and Mary will put a request for volunteers on the TM page with Nonny's phone number.
5. **Website and Listserv:** Mary has a to-do list. Pat will upload the approved minutes.
6. **Minutes of October 16, 2013:** Accepted as amended.
7. **Topics the Chair Did Not Reasonably Anticipate 48 Hours Before the Meeting:** None.

The meeting adjourned at 3:15 PM. No future meeting was scheduled.

Submitted by Patricia Holland, Clerk.

**Documents Distributed:**

Agenda

Minutes for Oct. 16th meeting

TMCC Suggestions for the Zoning Q & A Meeting, 10/19/13